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DD/S&T# 2840-72

OCS-1045-72

29 SEP 1972

**MEMORANDUM FOR:** Acting Career Management Officer, Deputy  
Director for Support

**THROUGH** : Chief, Administrative Support Staff, DD/S&T

**SUBJECT** : Chief, Administrative Staff, Office of  
Computer Services

**REFERENCE** : Your memo dtd 19 Sept. 1972, same subject,  
DD/S&T #2741-72

1. I am pleased to have [ ] as a replacement for [ ] who has announced his plans for retirement by 30 June 1973.

2. These two men have provided excellent leadership for the OCS Administrative Staff. They have formed a good team. [ ] has involved himself primarily with planning, budgeting, and financial matters; [ ] has been primarily responsible for personnel matters. In nominating a successor to [ ] I should like you to give some thought to selecting someone in the 30-40 age group who is enterprising and well indoctrinated in the concepts, procedures and regulations concerned with contracting, program planning, budgeting and financial management. If this is done, it will help us to maintain a good balance of skills in the Administrative Staff.

DD/S&T

FILE COPY

JOHN D. IAMS

Director of Computer Services